

**WORKFORCE MANAGEMENT OFFICE**  
**Client Services Office**  
Effective: 08/05/07

| Director  |  | Backup                                     | Mail or Fax documents to:  |
|---|--|--|--|
| <b>Darla Callaghan</b><br>(301) 713-6321  |  | <b>As designated</b>                       | NOAA<br>Client Services Office<br>SSMC-4, Room 12436<br>1305 East-West Highway<br>Silver Spring, MD 20910<br>FAX: (301) 713-2083 |
| Senior Program Specialists  |  |  |  |
| Programs  | Specialist                                 | Backup                                     | Mail or Fax documents to:  |
| <b>Strategic Human Capital Management Initiatives</b><br><br><b>Standard Operating Procedures</b> | <b>Shirley Purcell</b><br>(303) 497-6576   | <b>Renita Richardson</b><br>(301) 713-6323 | NOAA<br>Client Services Office<br>ATTN: MC 2 (Shirley Purcell)<br>325 Broadway<br>Boulder, CO 80305-3328<br>FAX: (303) 497-6315  |
| <b>HSPD-12</b><br><br><b>NFC Liaison</b><br><br><b>WFMO COOP</b>                                  | <b>Renita Richardson</b><br>(301) 713-6323 | <b>Janice Kolk</b><br>(303) 497-6482       | Client Services Office<br>SSMC-4, Room 12413<br>1305 East-West Highway<br>Silver Spring, MD 20910<br>FAX: (301) 713-2083         |
| <b>e-OPF</b><br><br><b>Personnel Action Quality Control</b>                                       | <b>Janice Kolk</b><br>(303) 497-6482       | <b>Shirley Purcell</b><br>(303) 497-6576   | NOAA<br>Client Services Office<br>ATTN: MC 2 (Janice Kolk)<br>325 Broadway<br>Boulder, CO 80305-3328<br>FAX: (303) 497-7529      |